

# Uniform Reporting System (URS)

## How to Set Up URS Before Entering Prevention Data

Before any prevention data can be entered into the URS System the following agency screens must be filled in first:

### Agency Information Form

- This is the Agency Information form, which is accessed from the Agency menu. This must be completed by all agencies using the URS.
- Select the Agency menu
- Select Agency Information
- Please complete all the fields and click on [Save] button when complete.
- Click on the [Save] button when all fields have been entered.

The screenshot shows the 'Uniform Reporting System' application window. The 'Agency Information' form is open, displaying various fields for agency details. The form is organized into several sections: Identifier, Address, Contact, CADR/AAR Information, and Agency Description. The 'Identifier' section includes fields for Name (DPH AIDS Prevention), Agency ID# (01), and Federal ID# (-). The 'Address' section includes Street (410 capital Ave.), City (Hartford), State (CT - Connecticut), Zip (06134-), Phone ((860)-509-7815), and Fax ((860)-509-7855). The 'Contact' section includes Name (Claudio Santoro), Title (HPA), Phone ((860)-509-7815), Fax ((860)-509-7855), and Email (claudio.santoro@po.state.ct.us). The 'CADR/AAR Information' section includes CADR/AAR Provider# (01), Zip Code of Agency's Principal Service location (06134), Total Number of Sites for the Agency (1), Provider Type (06 - Health Department), and Ownership Status (02 - Public / State). The 'Agency Description' section includes a list of checkboxes for various criteria, with 'Other type or facility' checked. The form has buttons for Add, Edit, Save, Cancel, and Close. The Windows taskbar at the bottom shows the Start button and several open applications, including Brea..., Bulle..., Win..., Ente..., Basi..., and Uni... The system clock shows 11:28:46 am on 11/28 AM.

Identifier		Address	
Name	DPH AIDS Prevention	Street	410 capital Ave.
Agency ID#	01	City	Hartford
Federal ID#	-	State	CT - Connecticut
Contact		Zip	06134-
Name	Claudio Santoro	Phone	(860)-509-7815
Title	HPA	Fax	(860)-509-7855
Phone	(860)-509-7815		
Fax	(860)-509-7855		
Email	claudio.santoro@po.state.ct.us		

CADR/AAR Information	
CADR/AAR Provider#	01
Zip Code of Agency's Principal Service location	06134
Total Number of Sites for the Agency	1
Provider Type	06 - Health Department
Ownership Status	02 - Public / State

**Agency Description (check all that apply)**

- ☒ Minority group members > 50% of the board
- ☒ Minority group members > 50% of the staff members in HIV direct services
- ☒ Solo or group private health care practice > 50% of the clinicians are minority members
- ☒ Traditional provider historically served minority patients/clients but not meeting criteria above
- ☒ Other type or facility

## Program Information Form

This is the Program Information form, which is accessed from the Agency menu. This form must be completed by all agencies using the URS. All eight Service Categories must be listed under the Service Categories Program Operates box. Your URS system administrator should have completed this form. If not, please follow the following instructions.

- Select the Agency menu
- Select Program
- Select Prevention Education Services
- Click [Edit] button at the bottom of the screen
- Click the [Add] button under the Service Categories Program Operates box
- Highlight HCPI, Press OK
- Click the [Add] button again
- Highlight HCPI Education, Press OK
- Click the [Add] button again
- Highlight Other Interventions, Press OK
- Click the [Add] button again
- Highlight Needle Exchange, Press OK
- Click the Add button again
- Highlight Group Level Interventions, Press OK
- Click the [Add] button again
- Highlight Individual Level Interventions, Press OK
- Click the [Add] button again
- Highlight outreach, Press OK
- Click the [Add] button again
- Highlight Prevention Case Management, Press OK
- Make sure that all eight prevention services have been selected and then click [save] button to complete the Program Information form.

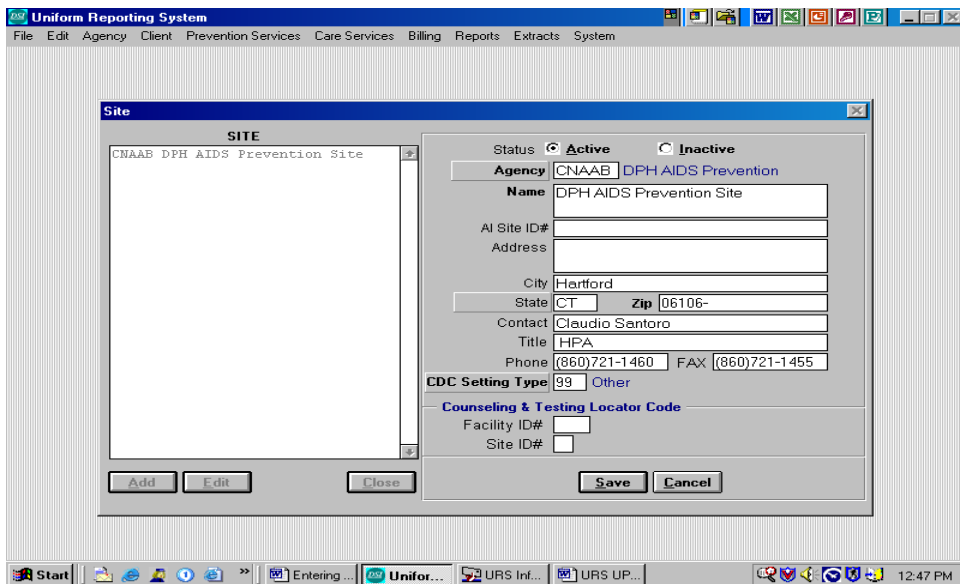
Programs that Agencies perform must be created on this form. To enter a program follow the following instructions:

- Click the [Add] Button
- Under Program Information, Click [Status] button, Press Active or Inactive
- Enter the System Assigned Program Code
- Enter the Agency Defined Code
- Enter Name of Program
- Click On [Agency] Button and choose appropriate program
- Click [Type] Button and choose appropriate type of Program
- Click [Eligibility Type] Button and choose appropriate eligibility type.
- Click [Funding Type] Button and choose appropriate funding type.
- Check on the [Requires Enrollment] Button.
- Click on the [Save Button] to save the program.

The screenshot shows the 'Uniform Reporting System' window with the 'Program Information' form open. The form is divided into two main sections: a list of programs on the left and a detailed form on the right. The left section has a 'Display List By' dropdown set to 'Program Name' and a list containing 'CNAAC Claudio's Prevention Education' and 'CNAAG BSA'. The right section contains fields for 'Status' (Active/Inactive), 'System Assigned Program Code' (CNAAC), 'Agency Defined Code', 'Name' (Claudio's Prevention Education), 'Agency' (CNAAB), 'Type' (DPH AIDS Prevention), 'Eligibility Type' (03 HIV Prevention), 'Funding Type' (06 CDC Funded), and a checked 'Requires Enrollment' box. Below these is a 'Service Categories Program Operates' list with items: Needle Exchange, Group Level Interventions, Individual Level Interventions, Outreach, and HCPI Education. At the bottom are 'Add', 'Delete', 'Save', and 'Cancel' buttons. The Windows taskbar at the bottom shows the time as 11:48 AM.

## Site Form

- Click the [Add] button.
- Enter the name of the Site.
- Enter all the information that is requested on the form.
- Enter the [Save] button when complete.



The screenshot shows the 'Uniform Reporting System' application window. The 'Site' form is open, displaying a list of sites on the left and a detailed form on the right. The list on the left contains one entry: 'CNAAB DPH AIDS Prevention Site'. The detailed form on the right includes the following fields:

- Status: ☒ Active ☐ Inactive
- Agency: CNAAB DPH AIDS Prevention
- Name: DPH AIDS Prevention Site
- AI Site ID#: [Empty]
- Address: [Empty]
- City: Hartford
- State: CT Zip: 06106-
- Contact: Claudio Santoro
- Title: HPA
- Phone: (860)721-1460 FAX: (860)721-1455
- CDC Setting Type: 99 Other
- Counseling & Testing Locator Code:
  - Facility ID#: [Empty]
  - Site ID#: [Empty]

At the bottom of the form are buttons for 'Add', 'Edit', 'Close', 'Save', and 'Cancel'.

## Staff Form

This is the Staff Form, which is accessed from the Agency menu. This form must be completed by all agencies using the URS. Please follow the following instructions:

- Click the [New] button and enter all the information requested by the form.
- Click the [Save] button when the form is completely filled in. This will add the staff to the URS System
- Click the [New] button and complete information for each staff member in the agency.

The screenshot shows the 'Uniform Reporting System' window with the title 'VIEW Staff Information for SANTORO, CLAUDIO A.'. The window contains several sections for data entry:

- Personal Information:** Includes fields for Last Name (SANTORO), First Name (CLAUDIO), Middle Initial (A), Gender, Date Of Birth (12/15/1949), Race/Ethnicity (10 White/Non-Hispanic), Primary Language (01 English), Second Language (06 Italian), Degree (03 Master of Science), Date Start (11/11/2001), and Date End.
- Worker Information:** Includes checkboxes for Volunteer, Paid, Peer, and Medicaid Licensed; License #; Date; Prov. Type; Team; C&T Counselor ID; Tax ID or SSN; and checkboxes for 'Has Access to the System', 'Can act as a System Administrator', and 'Can act as a Client Administrator'.
- Main Worker Profile:** Includes fields for Agency (CNAAB DPH AIDS Prevention), Site (CNAAB DPH AIDS Prevention Site), Program (CNAAC Claudio's Prevention Education), Job Title (04 Manager), and Supervisor (CNAAC SANTORO, CLAUDIO A. with a 'Self' checkbox).
- Access to Clients:** Includes two empty checkboxes.

The window also features a menu bar (File, Edit, Agency, Client, Prevention Services, Care Services, Billing, Reports, Extracts, System) and a toolbar with buttons for New, Open, Delete, Edit, Cancel, Save, Print, and Close. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 12:58 PM.

## Group Form

This is the Group Form, which is accessed from the Agency menu. Use the Group Information screen to define regularly scheduled groups organized by your agency.

To add a new group:

- Select Group from the Agency Menu. The Program Information screen appears.

Note: The default status appears as Active. You can change the status to Inactive by marking the corresponding radio button.

- Click the [Add] button at the bottom of the screen.
- Type information in the fields and select information from the pop-up lists on the screen.
- Click the [Save] button. The group name and number appear in the field on the left side of the screen.
- Click the [Close] button to clear the Group Information screen and return to Main Menu .

The screenshot shows the 'Uniform Reporting System' window with the 'Group Information' form. The form is divided into two main sections: a list of existing groups on the left and a form for adding or editing a group on the right.

**Left Section: Group List**

- Display List By: **Group Name**
- Group List:
  - CNAAB ILI to women
  - CNAAB Claudio's prevention Education
  - CNAAC GLI to MSM

**Right Section: Group Information Form**

- Code:** CNAAB
- Name:** ILI to women
- Leader #1:** CNAAC SANTORO, CLAUDIO
- Leader #2:** CNAAC SANTORO, CLAUDIO
- Program:** CNAAC Claudio's Prevention Education
- Location:** New Haven
- Start Date:** 01/01/2003 **End Date:** 01/31/2003
- Number of Planned Sessions:** 52
- Risk Group Target:** 05 Mother with or at risk for HIV Infection

**Buttons:** Add, Edit, Delete, Close, Save, Cancel